

Intern Evaluation: Host

Intern: _____
Date: _____

Mentor/Supervisor: _____

INSTRUCTIONS:

Please review the following statements and rate the interns according to the scale listed below. Your ratings and comments will be used in an upcoming meeting with you, your intern, and the intern's job coach to create an action plan for improvement.

Provide a rating between 0–4 by placing an X in the appropriate box:

0 — Not applicable

1 — Limited Understanding – Needs Improvement

2 — Basic Skills; Some Competence With Support – Improving

3 — Advanced; Able To Perform With Limited Support – Doing Well

4 — Independent – Excellent

SOCIAL BEHAVIOR	0	1	2	3	4
Handles Pace of Department					
Makes Eye Contact					
Engages Appropriately					
Identifies Areas for Personal Improvement					
Accepts Praise					
Is Cooperative					
Is Courteous					
Team Player					
Additional Comments:					

APPEARANCE	0	1	2	3	4
Maintains Professional Appearance					
Dresses Appropriately For The Job					
Additional Comments:					

COMMUNICATION	0	1	2	3	4
Listens And Pays Attention					
Follows Instructions					
Expresses Personal Needs					
Engages appropriately with other team members					
Asks For Help And Clarification When Needed					
Uses Professional Language					
Speaks Clearly					
Writes Legibly					
Expresses Ideas Clearly in Written Form					
Accepts Coaching/Feedback					
Does Not Interrupt					
Initiates Conversation					
Speaks Well In Front of Groups					
Additional Comments:					

JOB PERFORMANCE	0	1	2	3	4
Follows Directions					
Follows Policies and Procedures					
Maintains Good Attendance					
Arrives On Time For Work					
Leaves Work On Time					
Stays on Task					
Works At Appropriate Pace					
Completes Tasks Accurately					
Checks Work for Accuracy					
Shows Initiative					
Works Well With Coworkers					
Learns New Assignments/Tasks					
Additional Comments:					

TASKS:

EMPLOYABILITY	0	1	2	3	4
Photocopying/Collating					
Maintaining Confidentiality					
Sorting Materials					
Shipping/Receiving					
Create and Label Folders					
Delivering Mail					
Data Entry					
Scheduling					
Scanning					
Reception Support					
Greeting					
Guest Interaction					
Emailing					
Interviewing Skills					
Professionalism					
Problem Solving					
Work Product					
Does the intern have the skills needed to work in your department?	YES/NO				
What areas does the intern need to develop to be a strong candidate for hire?					
Additional Comments:					